

CORRESPONDENCE HANDBOOK

1963

STAT

9. DOCUMENT RECEIPT, FORM 615

A Document Receipt is required for all correspondence classified **SECRET** transmitted outside CIA. Its use is optional for **SECRET** correspondence transmitted within the Agency and **CONFIDENTIAL** material forwarded outside CIA. Document Receipts are prepared in an original and one copy. The original is transmitted with the correspondence; the copy is retained by the sender until the original bearing the recipient's signature is returned. The copy is then destroyed.